

REQUEST FOR APPROVAL OF ACTUAL EXPENSE ALLOWANCE

TO: Vice President for Resource Management

THRU:

1st Department Chairperson/Activity Head _____
(Signature / Date / Department)

2nd Financial Management/Travel Branch _____
(Signature and Date)

FROM: _____
(Typed/printed name of Traveler / Phone number / Title / Date)

A. Specific reason for travel:

B. Technical, professional, or scientific organization involved:

C. International conference or meeting involved:

D. Identity of senior member of the party:

1. Name:

2. Grade:

3. Telephone number:

E. Name and title of foreign government contact(s):

F. Roster of other employees or members who also will be performing travel:

REQUEST FOR APPROVAL OF ACTUAL EXPENSE ALLOWANCE (continued)

G. Proposed itinerary showing complete identification of places to be visited, the length of duty at each place and the inclusive dates of travel:

H. Show information as to any special arrangements which have been made such as provisions for use of special government quarters, messes, open messes, lodgings, restaurants, etc.:

I. Reason why normal per diem will not suffice (show itemized amount of expense which may be incurred and the per diem ceiling for lodging):

J. Explain why lodging, meals, and incidental expenses within the DoD allowance will not suffice:

K. Name and phone number of an individual who may be contacted for additional information concerning this request:

(Traveler's Signature and Date)

APPROVAL OF ACTUAL EXPENSE ALLOWANCE

TO: _____
(Traveler Name Grade Department/Office)

An actual expense allowance per paragraph _____ below is approved on _____.
(Date)

Alternate and additional personnel are included. An itemized Statement of Actual Expense (DD Form 1351-3) must be submitted with the travel settlement claim (DD Form 1351-2) after the travel has been performed.

Daily Maximums - Actual Expense Allowance

1. Travel in CONUS

- A. 150% of the published rate for lodging. Meals and incidental expenses at the stated rate in the JTR/JFTR.
- B. 150% of the published rate for lodging, meals and incidental expenses.

2. Travel OCONUS

- A. 150% of the published rate for lodging. Meals and incidental expenses at the stated rate in the JTR/JFTR.
- B. 150% of the per diem rate or \$50.00 plus the per diem rate, whichever is greater.
- C. Per diem plus \$50.00 is approved, and \$25.00 plus the M&IE rate for the TDY location is approved.

Vice President for Resource Management

INSTRUCTIONS FOR COMPLETING REQUESTS FOR ACTUAL EXPENSE ALLOWANCE (USUHS FORM 5311)

1. When it is impossible to find lodgings within the government per diem ceiling for lodging, actual expense allowance (AEA) may be requested. AEA can not be justified on the basis of personal convenience, such as lodging at the location of the meeting. Once AEA is approved, the traveler will not be reimbursed for an amount greater than the approved amount (as indicated on page 3 of this form).
 - a. Submit original request at least 21 days prior to date travel begins.
 - b. Complete all items, using a typewriter or computer.
 - c. Requests must be approved by department chairperson or activity head.
 - d. Route request through Financial Management/Travel Branch, Room A1040B.
 - e. An itemized Statement of Actual Expense (DD Form 1351-3) must be submitted with the travel settlement claim (DD Form 1351-2) after the travel has been performed.
 - f. All items must be completed; if they do not apply or are unavailable, so state.
2. Completion of the form:
 - A. Show specific reason for travel: for example: To attend AMA meeting
 - B. Self explanatory
 - C. Self explanatory
 - D. Identify the senior USUHS/AFRRI member of the party. If the traveler is the only individual attending, he/she, is the senior member of the party.
 - E. Self explanatory
 - F. If more than one individual is attending the same meeting they must be listed (an attachment may be used if there is not enough space on the form). The name, grade, and SSN must be shown for each individual.
 - G. Proposed itinerary and dates of travel must be shown (e.g., for TDY in Boston: USUHS TO BOSTON AND RETURN 15-18 FEB 00).
 - H. Self explanatory
 - I. This is the heart of your request and the information must be detailed enough so that the approving officials have sufficient information to justify approving a higher rate. You must show the per diem ceiling for lodging and the cost of the room (only include the room taxes if the travel is to a foreign destination).
 - J. Provide a detailed explanation of what attempts were made to obtain lodgings at other locations and the availability of lodgings nearby within the per diem ceiling. If commercial transportation (taxis/rental cars/public transportation) must be used when using alternate lodgings you must consider these additional costs when making your case. If rental cars have already been approved for other reasons, do not consider these costs when justifying your case.
 - K. This is the person who has the most knowledge about the request.